

# EmilyTest

## Guide to Our Work

EmilyTest is a charity committed to improving Gender-Based Violence (GBV) prevention, intervention and support at universities and colleges throughout the UK and Ireland. EmilyTest was set up in memory of Emily Drouet, an 18 year old student who was subjected to a sustained campaign of GBV from a fellow student while attending university away from home. Emily sought support from her university however, staff were not equipped with the tools and knowledge to respond appropriately or adequately assess risk. Shortly after the perpetrator's last visit to her student accommodation, Emily took her own life.

Emily's story, alongside the findings of extensive research carried out by EmilyTest, identified significant gaps in knowledge, understanding and practice around GBV within universities and colleges. EmilyTest has since worked with institutions throughout the UK and Ireland to address this gap.

“Students coming here have the confidence knowing that we are tackling gender-based violence and have a zero-tolerance approach to it”.

*South Lanarkshire College  
Charter Award Institution and Network Member*

This guide provides an overview of the ways your university or college can work with EmilyTest and commit to tackling GBV.

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# Gender-Based Violence Charter

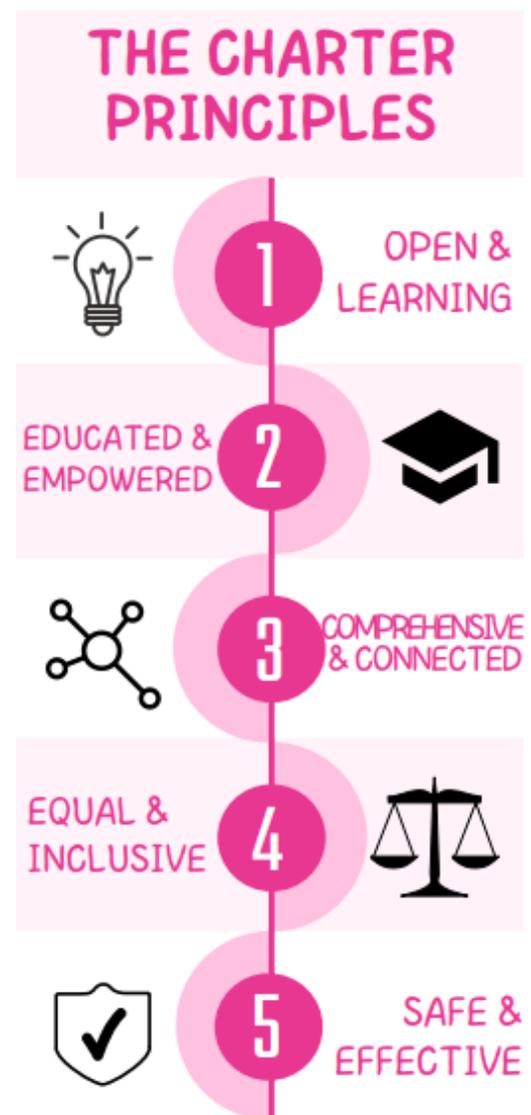
In 2021, EmilyTest launched the world's first Gender-Based Violence (GBV) Charter for colleges and universities. The Charter was developed following extensive research and co-creation with students, graduates, further and higher education staff, and violence against women and girls professionals from across the UK.

The EmilyTest Charter is made up of five principles and a set of Minimum Standards which draw upon the failures and learnings from Emily's story, student and staff needs, as well as existing work including the Equally Safe in Higher Education Toolkit.

## Support for Charter Institutions

EmilyTest works closely with Charter institutions to help them bring about real, sustainable change and improved GBV prevention, intervention and support. Charter institutions receive dedicated coaching and mentoring from the EmilyTest team as they work towards meeting the Minimum Standards and 'taking the Emily Test', submitting information and evidence before an independent panel.

Charter institutions are invited to regular events, with opportunities to build connections and share knowledge with institutions from throughout the UK and Ireland who share a commitment to GBV work.



Events include Charter Surgery sessions, providing advice and good practice examples against the Charter's Minimum Standards, as well as Learning & Insight sessions where institutions hear from guest speakers across a range of key policy areas.

Charter institutions have full access to EmilyTest's Library of Tools which includes resources developed by EmilyTest to provide clear, concise and up-to-date information on often complex topics, as well as EmilyTest approved external research and guidance.

## Who can join the Charter?

The Charter is open to universities and colleges based in Scotland. The Charter is currently being piloted with universities in England with a view to opening the Charter to more English institutions in future. Charter applications are open year round.

## Commitment

Taking part in the GBV Charter is a significant but worthwhile undertaking. Depending on an institution's existing GBV focused work, EmilyTest will work with Charter institutions over a 12-18 month period.

EmilyTest meet with Charter institutions on at least a quarterly basis, as well as being on hand to provide advice and feedback on developing areas of work.



The staff time and resources required will vary depending on:

- Existing GBV intervention, prevention and support work at your institution
- The size of your institution

The Charter takes a whole institution approach and requires commitment from senior leadership, and an openness to change. While EmilyTest does not require the appointment of a dedicated Charter lead, it is recommended that institutions identify a single point of contact to coordinate efforts. This, alongside the engagement of a core GBV working group committed to driving forward work on the Charter will support institutions in achieving the Award. Institutions will be supported to develop this group as part of the Charter.

## Cost

Fees for the Charter Award have been co-developed between EmilyTest and the University & College sector across the UK, in line with the co-creation approach taken when designing our research-based Charter and Minimum Standards.

EmilyTest is committed to keeping fees at a subsidised level where possible. This is made possible with help from external funding, ensuring institutions are able to prioritise GBV work and are not restricted by financial pressures experienced within the sector.

To take part in the EmilyTest GBV Charter Award, institutions are asked to pay:

- An annual Network Membership Fee
- A one-off Charter Assessment Fee

Fees differ depending on the location, type and size (number of FTE students) of participating institutions. In Scotland, where fees are subsidised by funding from the Scottish Government, the annual Network Membership Fee is between £750-£2500 and the one-off Charter Award Fee is between £3000-£13500.

You can learn more about EmilyTest's GBV Charter on our website

For a quote for your institution contact  
**[charter@emilytest.org](mailto:charter@emilytest.org)**

# EmilyTest Network

The EmilyTest Network provides an alternative way to join EmilyTest's mission and commit to improving GBV approaches at your institution. Network institutions have the opportunity to access resources, shared learning opportunities and meet others committed to developing GBV at their institution.

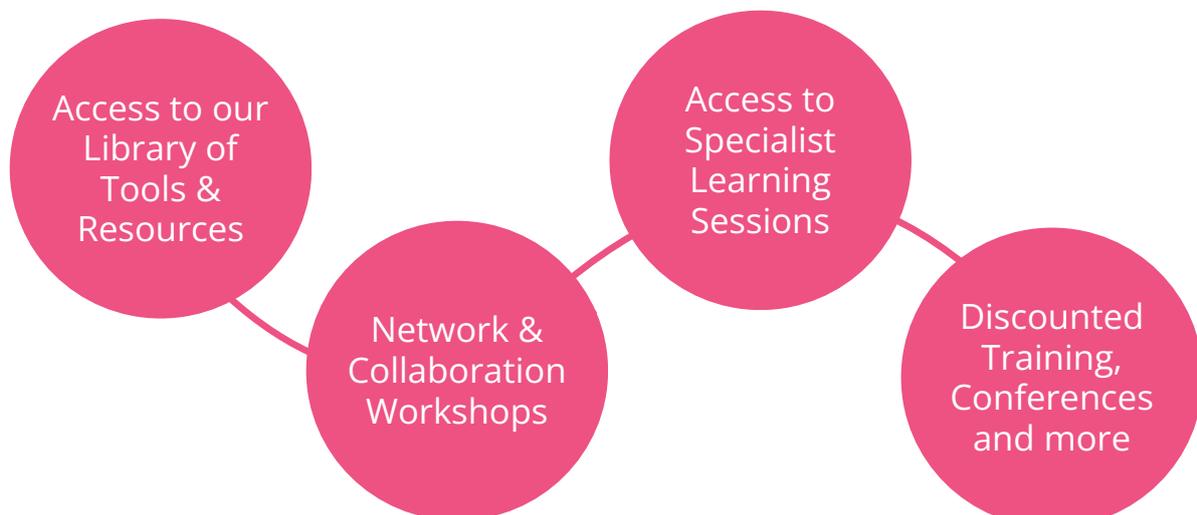
The EmilyTest Network was developed following discussions with institutions throughout the UK and Ireland who are committed to improving GBV approaches at their institution but who may not be able to commit to the more focused Charter Award work at this time. This may be as a result of common challenges with finance and staffing faced across the sector, or simply because the Charter Award is not yet available in your country.

## Who can become a Member?

The EmilyTest Member Network is open to universities and colleges in the UK and Ireland.

We want to create a community of people and institutions, who are committed to improving Gender-Based Violence prevention, intervention and support.

## Membership Benefits



# Commitment

Institutions can engage with the EmilyTest Network as much or as little as suits them. To gain the most value from the Network, EmilyTest recommends, at a minimum, attending two online Network & Collaboration Workshops per year and actively engaging with other institutions across the UK and Ireland.

In addition, EmilyTest ask institutions to complete our GBV Self Reflection Tool within the first three months of joining the Network, and thereafter at least on an annual basis. This will help to reflect on current practice and support institutions to utilise the resources available through the Network.

# Cost

Fees have been co-developed between EmilyTest and universities and colleges across the UK.

EmilyTest is committed to keeping Network fees at a subsidised level where possible, with support from external funding. This helps ensure that institutions can prioritise GBV work without being restricted by the financial pressures commonly experienced across the sector.

Institutions pay an annual fee to be part of the EmilyTest Network.

The Network Fee is based on the type, size and location of each institution.

Membership is valid from 1st September to 31st August each year. In the first year, institutions pay a pro rata fee based on the month they join the EmilyTest Network. They will then renew membership by 1<sup>st</sup> September each year.

**[A breakdown of fees can be found on our website.](#)**

To learn more about EmilyTest's Network contact  
**[Network@emilytest.org](mailto:Network@emilytest.org)**

## L.I.S.T.E.N.

# GBV Risk Assessment Tool & Training

L.I.S.T.E.N. is an evidence-based risk assessment tool for gender-based violence (GBV) in colleges and universities. The tool and corresponding training programme aim to equip all staff with the skills to respond safely and responsibly to students disclosing Gender Based Violence (GBV). They are designed to complement existing safeguarding and risk assessment processes, and both the tool and training are entirely customisable to meet the needs of individual institutions.

L.I.S.T.E.N. has been designed as an easy-to-follow conversation guide that can be applied by any individual, regardless of their understanding and knowledge of GBV. With a focus on student disclosures, this structure is simple: receive the disclosure, share that information, and ensure the student is safe.

## Who should attend?

This training programme is designed for any individual working in a university or college. Prioritisation should be made for those in ‘frontline’ roles, i.e., with direct student interaction. Institutions are best placed to decide what staff should attend the training; however, EmilyTest will offer guidance at the pre-implementation meeting.

## Commitment

Attendees will be guided through a 2-hour training programme. They will work through each step of L.I.S.T.E.N. with our qualified trainer, learning how to assess the level of risk of harm or abuse to the reporting student, reported student and/or extended community. They will be able to categorise this as being high/medium/low, ensuring appropriate action is taken to enhance the safety of the student by following their institution’s internal procedures and signposting students appropriately. EmilyTest provide 1 hour refresher L.I.S.T.E.N. training, recommended on an annual basis.

# Cost

The cost of L.I.S.T.E.N. training is dependent on the number of people taking part:

For groups of under 10 the cost is £350

For groups of 11-30 the cost is £650

For groups of 31-50 the cost is £800

**Institutions engaged in the EmilyTest Charter receive two free L.I.S.T.E.N. training sessions and those who are part of the EmilyTest Network will receive a discount on the above cost.**

Refresher training costs:

For groups of under 10 the cost is £200

For groups of 11-30 the cost is £400

For groups of 31-50 the cost is £600

Costs are based on online delivery of the training. There is no additional charge for running this course in person. However, the above fees do not cover venue costs, refreshments or lunch for participants. Institutions will also be responsible for the cost of travel, accommodation and sustenance for the EmilyTest trainer.

You can learn more on our website  
or contact **[training@emilytest.org](mailto:training@emilytest.org)**

## L.I.S.T.E.N. Train the Trainer

EmilyTest are committed to the long term sustainability of the L.I.S.T.E.N. GBV Risk Assessment Tool and Training.

With support from the University of Aberdeen EmilyTest developed a Train the Trainer programme to support staff at institutions to deliver L.I.S.T.E.N. training, supporting the roll out of essential knowledge for frontline staff.

## Who should attend?

EmilyTest recommend training 1 to 4 people within each institution in the delivery of L.I.S.T.E.N. Ideally, institutions should look to train those with a strong baseline knowledge of GBV prevention, intervention and support and some prior experience of training delivery however, there are many characteristics that make up a good trainer and EmilyTest is committed to supporting the development of staff. Institutions can find out more information on our website on qualities, skills and experience that may make someone a good candidate for train the trainer.

## Commitment

Participants will attend one full-day training session focused on facilitation skills and the content of L.I.S.T.E.N. They will then have the opportunity to meet one to one with EmilyTest to discuss any worries or queries.

Before delivering L.I.S.T.E.N. training at their institution, attendees are asked to record themselves delivering the full 2-hour training session with no audience via Teams. EmilyTest then review this recording and provide any essential feedback before confirming readiness to deliver the training independently.

To quality assure L.I.S.T.E.N. training delivery and provide support where needed, an EmilyTest staff member will attend the first two sessions as an observer.

# Cost

L.I.S.T.E.N. train the trainer is priced per person trained:

- £1500 for universities
- £800 for colleges

**Institutions engaged in the EmilyTest GBV Charter will receive a discounted rate.**

Once trained, Trainers are licensed to deliver L.I.S.T.E.N. training within their institution for 12 months. After 12 months, Trainers must renew their licence and attend a refresher training session.

The annual renewal fee is £250 and includes receiving updated resources, ongoing support and coaching from EmilyTest and licence to deliver the training for another 12 month period.

You can learn more on our website  
or contact **[Training@emilytest.org](mailto:Training@emilytest.org)**

## Aware & Empowered

Aware & Empowered training aims to spread awareness of gender-based violence (GBV) through testimonial storytelling, educational information and group discussion. Participants will learn about Emily's story and the far reaching implications of GBV. The training is designed to empower individuals to play a role in preventing GBV and reshape the culture around GBV at their institution. Aware & Empowered training was developed and tested alongside the City of Glasgow College.

## Who should attend?

This training is designed for any individual working or studying at university or college. We encourage institutions to provide regular awareness raising opportunities for both staff and students.

## Commitment

This training is delivered over two hours and can be delivered online or in person.

## Cost

Delivery of Aware & Empowered online to between 5-50 people costs £450 per group.

**Institutions engaged in the EmilyTest Charter receive two free Aware & Empowered training sessions and those who are part of the EmilyTest Network will receive a discount on the above cost.**

There is no additional charge for running this course in person. However, the above fees do not cover venue costs, refreshments or lunch for participants. Institutions will also be responsible for the cost of travel, accommodation and sustenance for the EmilyTest trainer.

## Tailored

If you feel your staff or students have gaps in their knowledge, or you want advice on how your institution can improve its training offering, EmilyTest can help.

EmilyTest can work with institutions or organisations to help create tailored workshops about topics including consent, healthy/unhealthy relationships and coercive control. EmilyTest's Training & Project Development Manager will work with staff to tailor content to your institution.

EmilyTest's Training & Project Development Manager can help to deliver this content, or support internal staff to do so. It is strongly recommended that content includes the delivery of Emily's story.

Striving for full compliance with the Office for Students (OfS) E6 Regulations, we go beyond the requirements to empower staff and students with the skills and knowledge needed to prevent, recognise, and respond effectively to harassment, misconduct, and sexual violence.

Previous work with institutions across the UK has included:

- Consent workshops for incoming Freshers/first-year students
- Discussion-led workshops
- General awareness-raising sessions
- Delivery of Emily's story

You can learn more on our website  
or contact **[Training@emilytest.org](mailto:Training@emilytest.org)**

# Awareness Raising Resources

EmilyTest can provide information and resources to institutions to improve understanding and raise awareness of GBV. These include:

- GBV Stickers
- GBV Support Cards - Scotland only
- Leaflets/Posters
- On occasion EmilyTest can attend open days or events to speak with students and raise awareness about GBV and EmilyTest's work.

## GBV Stickers

EmilyTest co-created the GBV/Mental Health Sticker Project with stakeholders from universities and colleges, and the violence against women support sector. Stickers help ensure the safety of students and staff by clearly identifying available support and resources for anyone experiencing GBV and/or experiencing mental ill health.

Stickers signpost established national support services, as well as [EndGBV](#) (for Scottish institutions) and the [EmilyTest website](#) (for the rest of the UK and Ireland) which list additional support services. Their bright colours make them easily recognisable when displayed in student-facing areas, such as, student accommodation bedrooms, bathrooms, unions, notice boards, and changing rooms, ensuring readers are aware that support is always available.



Sample- Scotland specific

Stickers are available for all institutions throughout the UK and Ireland and can be customised to include links to institutions specific internal support services.

## Cost

Design and customisation of the stickers is free of charge. EmilyTest can arrange for printing and postage to UK based universities and colleges, with institutions asked to cover this cost. Below we have outlined some typical quantities and costs for stickers:

- 200 - £44
- 1500 - £188
- 2500 - £232
- 3500 - £399

\*Plus £10 P & P. Quantities outside of those listed above can be arranged upon request.

Alternatively, institutions including those based in Ireland, can arrange printing in-house. EmilyTest will provide printing specifications that must be adhered to ensure the consistency of these resources.

## GBV Support Cards (Scotland only)

In addition to GBV stickers, EmilyTest offer GBV Support Cards - small, ID sized, customisable cards designed for staff to keep easily accessible, such as in lanyards, wallets, or on desks. These customisable cards provide clear signposting to an institution's internal support services, as well as EndGBV.

GBV Support Cards are intended for use by all members of staff, regardless of role, level, or knowledge of GBV, to enable them to confidently and safely direct students to appropriate support services. The cards have been designed for easy use, allowing staff to cut them out and distribute them to students and staff as needed.

EndGBV is a Scottish web based resource managed by EmilyTest providing links to support services for students impacted by Gender Based Violence (GBV) and/or experiencing mental ill health. As such, GBV Support Cards are currently exclusive to institutions based in Scotland.

# Cost

Similar to EmilyTest's GBV Stickers, design and customisation is free with institutions asked to pay for printing and postage. The minimum order size for GBV support cards is 50 cards, as we encourage all staff members to have them readily available to effectively signpost students to support. Below we have outlined some typical quantities and printing costs:

- 50 - £54.00
- 150 - £70.00
- 300 - £106.00

\*Plus £10 for P&P. Quantities outside of those listed above can be arranged upon request.

## Leaflets/Posters

EmilyTest supports institutions by providing a range of informative leaflets and guides that detail the scope and impact of EmilyTest's work. These resources are designed to raise awareness among both students and staff, offering valuable insights into EmilyTest's mission, initiatives, and the opportunities available for engagement. Some examples are:

- Quick Guide Leaflet
- Panel Flyer
- Customisable Leaflets

### Quick Guide Leaflet

Our Quick Guide Leaflet is a trifold that provides an overview of our core work. It outlines our mission, Emily's story, details of the training we offer, key GBV resources, and information about the GBV Charter. The leaflet also outlines the various ways to get in touch with us.

## Panel Flyer

Our Panel Flyer is an informative resource designed for institutions to display or distribute in student and staff facing areas. It highlights our mission, showcases the number of institutions/students we've reached, and explains how students/staff can get involved with our work. The flyer features a QR code linking to our GBV Charter Panel Bank Interest Form. Additionally, it outlines the various ways to contact us.

## Customisable Leaflets

Exclusively available to institutions engaging with the Network or GBV Charter, these customisable leaflets detail your institutions current engagement with EmilyTest, and what this means for students and staff. Similar to the other leaflets, this resource includes ways to get in touch with us.

By equipping institutions with these materials, EmilyTest aims to foster a deeper understanding of work and encourage meaningful collaboration within institutions. We would encourage institutions to have these resources available in student unions, on notice boards, in student support areas, during EmilyTest training, and so on.

## Cost

As we are a not-for profit organisation, these resources are free of charge, and can be posted to institutions based in the UK. We only ask institutions to cover the printing and postage fee.

Alternatively, institutions including those based in Ireland, can arrange printing in-house. EmilyTest will provide printing specifications that must be adhered to ensure the consistency of these resources.

To learn more about EmilyTest GBV resources, you can contact  
**[info@emilytest.org](mailto:info@emilytest.org)**